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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics
ATTENTION: Mr. Chandler
FROM : Chief, General Services Office
SUBJECT: Proposed Building for CIA Records Center

DATE: 7 July 1953

In accordance with your request which has been approved by the Acting Deputy Director (Administration), it is requested that:

a. An appropriate site be selected at [REDACTED] of the [REDACTED] for the following proposed building.

25X1A6a

25X1A6d

b. A building constructed of poured concrete or concrete block, air conditioned, humidity control, fluorescent lighting, completely fireproof, with one entrance adequately protected from forced entry, consisting of approximately 25,000 square feet of floor area expandable to approximately 70,000 square feet of floor area on one level, without basement, with adequate plumbing for approximately 15 male and 15 female personnel, and hot and cold running water for installation of reproduction equipment including offset, microfilm, photostat, mimeograph, and other processes requiring acid-proof drainage. The plan will include approximately three dark-room areas for which equipment is now available. Floor area will include not more than three offices and all other partitioning will be of wire grill or wire mesh. Construction plans will include an alarm system for alerting the Security Officer on [REDACTED] in the event of attempted forced entry. (The building is to be used as a CIA Records Center and shelving or reproduction equipment should not be included in these specifications.)

25X1A6d

c. It is requested that a cost estimate based on this outline of the specifications be prepared and submitted to the Chief, General Services Office as soon as practicable.

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